



## **Extension of Stay**

### **In General**

An F-1 or J-1 international student may request an extension of stay if the student did not complete his/her course of studies by the date indicated on item #5 of the I-20 or #3 of the DS-2019. If additional time is necessary to complete required elements of the current degree program, the student must submit the required documents requesting an extension of stay **no less than 14 days before** the ending date to guarantee timely processing. The student may submit the request no more than 90 days prior to the I-20/DS-2019 expiration.

### **Eligibility**

The student must have maintained his/her status as a full time student. If the student violated his/her status as an international student and is out of status, the student must complete the reinstatement procedure. (See Immigration Counselor for details on reinstatement).

### **Application Procedure**

The student must submit the following documents:

1. I-20 Request Form (F-1 student) or DS-2019 Request (J-1 student), completed and signed;
2. Financial documents and sponsor letter (original) indicating your ability to fund your studies for one academic year or duration of the extension, whichever is shorter;
3. Letter from Department Academic Advisor (if the reason is medical related, a letter from a licensed physician is also required); and
4. Copy of student's passport (biographical page with expiration date) and I-94 card (front and back).

IPS must review and endorse all extension of stay requests submitted to U.S. Citizenship and Immigration Services. Upon the approval of the request, IPS will issue a new I-20/DS-2019. Student may pick up the new I-20/DS-2019 two (2) weeks after submission of all required documents.

**[OVER]**

**SAMPLE LETTER**  
**(Letters must be printed on department letterhead)**

Date

Ms. Jane E. Arellano, District Director  
U.S. Citizenship and Immigration Service  
300 N. Los Angeles Street  
Los Angeles, CA 90012

RE: Extension of Stay for Ms. J. Doe to Complete an Academic Program

Dear Ms. Arellano:

Ms. Doe is a Master student in good standing at California State University, Los Angeles Department of History. She began her studies in Fall 2000 and is expected to finish by \_\_\_\_\_ (Month/Year). **(Explain what the student has yet to complete, for example: thesis, comprehensive exam, or specific number of units.)** She is making good progress toward her degree.

The reason the student needs the extension is... **(explain the valid academic or medical reason why the student did not complete the course of study within the time indicated on the I-20.)**

Sincerely,

Academic Advisor